



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Rep 2 [Special Services (Hourly)]			Salary \$26.02 per hour
Posting Number 103-17	Position Number TBD	Number of Positions 8	Posting Period * From: 6/12/2017 To: 6/26/2017
Location: Field work (Statewide)			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The New Jersey State Department of Health (NJDOH) is the designated Contractor for the Food and Drug Administration (FDA) Tobacco Inspection Program. These additional funds available from the FDA have enabled New Jersey to conduct year round state inspections assessing retailer's compliance with the age of sale requirements and other state and federal regulations.

Responsibilities: Conduct on-going tobacco compliance inspections, traveling extensively in urban, suburban and rural environments throughout New Jersey as needed with the assistance of minors employed as Student Associates. Follow strict protocol documenting retailers compliance with Federal/State tobacco regulations. Complete and submit all required forms, reports and administrative documentation-weekly, monthly, and as needed. Write clear detailed comments based on inspection observations. Maintain consistent and close communication with FDA Program Coordination Team through email/phone; handle/prepare evidence according to FDA protocols; participate in Monthly Quality Assurance Conference Calls (Evenings 5 PM). Recruit/train and supervise high school students between the ages of 16-17 to work with as Student Associates. Serve as a mentor to student recruits. Proficient with various forms of technology. Familiarity driving/transporting in various conditions throughout New Jersey at varying times of day.

GENERAL: All candidates are required to pass a State and Federal Background Check, driving history check, pass on-line content based exam on inspection process.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTFHS@doh.nj.gov

- Mail the required documents to:

Andrea Mahon, Executive Assistant 2

Family Health Services

Reference Posting #103-17

New Jersey Department of Health

PO Box 364

Trenton, NJ 08625-0364

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** Responses received after the closing date MAY be considered if the position is not filled.*

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.